



Commercial Permit Application

FOR INTERNAL USE ONLY

Permit No.: _____ Date: _____
 Digital Copy of Submittals Included? ☐ YES ☐ NO

This application is for all scopes of work not pertaining to one and two family dwellings, three stories or less in height from grade. There is a \$50 application fee due at time of submittal as well as any applicable archiving fees as detailed in our Fee Schedule if electronic copy of all submittal documents is not available at time of application. Additional fees will be assessed for the scope of work as stated in our Fee Schedule.

Incomplete application and/or submittal will delay the review process. Three (3) full print sets of plans and documents, and one electronic PDF format on flash drive or disk of the plans and documents are required to be submitted with application for print submittals; or a complete submittal in PDF may be made electronically to permits@thecolonytx.gov.

Plans must include full details. Asbestos survey is required for all remodels and demolition.

Please select from the following:

New	Tenant Finish Out	Remodel
Addition	Shell	Other:

Job Address: _____

Description of Work: _____

NEW CONSTRUCTION/ADDITION (MUST HAVE GRADING PERMIT APPROVED BY ENGINEERING)							
Subdivision		Lot No.		Block No.			
Zoning		Flood Zone (Y/N)		Sq. Ft. of Lot			
No. of Units		No. of Stories		Occupancy type		Type of construction	
Height of structure in ft.		Total Square Feet of Structure:		% of Building Coverage on Lot			
Sprinklered (Y/N)		Occupant Load		Use of building/tenant space			
REMODEL/TFO/OTHER							
Sq. ft. of scope of work							

By signing below, I hereby certify that all the information I have provided in this application is true and correct and accept all responsibility for ensuring compliance with local, state, and federal laws on this project.

Applicant Name, printed: _____ Date: _____

Applicant Signature: _____

PEOPLE

ROLL	APPLICANT IS THE PERMIT HOLDER AND IS RESPONSIBLE FOR ALL OCCURANCES PERTAINING TO PERMIT
APPLICANT	
APPLICANT PHONE	
APPLICANT EMAIL	
APPLICANT ADDRESS	
PROPERTY OWNER NAME	
PROPERTY OWNER CONTACT INFO	
CONTRACTOR	
CONTRACTOR PHONE	
CONTRACTOR EMAIL	
CONTRACTOR ADDRESS	
MECHANICAL CONTRACTOR	
MECHANICAL CONTRACTOR PHONE	
MECHANICAL CONTRACTOR EMAIL	
MECHANICAL CONTRACTOR ADDRESS	
ELECTRICAL CONTRACTOR	
ELECTRICAL CONTRACTOR PHONE	
ELECTRICAL CONTRACTOR EMAIL	
ELECTRICAL CONTRACTOR ADDRESS	

PLUMBING CONTRACTOR	
PLUMBING CONTRACTOR EMAIL	
PLUMBING CONTRACTOR PHONE	
PLUMBING CONTRACTOR ADDRESS	

COMMERCIAL WATER METER SIZE CALCULATOR					
TYPE OF FIXTURE	FLOW RATE (gpm)		NO. OF FIXTURES		TOTAL
BATHTUB	4	X		=	
LAVATORY, PRIVATE	0.8	X		=	
LAVATORY, PUBLIC	0.4	X		=	
URINAL, VALVE	12	X		=	
WATER CLOSET, blow out, flushometer valve	25	X		=	
WATER CLOSET, flushometer tank	1.6	X		=	
WATER CLOSET, siphonic, flushometer valve	25	X		=	
WATER CLOSET, tank, close coupled	3	X		=	
WATER CLOSET, tank, one piece	6	X		=	
WASHING MACHINE (8 lb)	3	X		=	
WASHING MACHINE (15 lb)	4	X		=	
DRINKING FOUNTAIN	0.75	X		=	
COMMERCIAL KITCHEN SINK	4	X		=	
SERVICE SINK	3	X		=	
TOTAL				=	

1. DOMESTIC WATER FLOW REQUIRED=_____gpm

2. IS THE BUILDING SPRINKLERED? YES/NO

3. MINIMUM FIRE FLOW REQUIRED=_____gpm

4. BASED ON CALCULATIONS FROM ABOVE:

- NUMBER OF METERS:_____
- IRRIGATION METER SIZE IN INCHES (irrigation systems require a separate permit):_____
- DOMESTIC WATER METER SIZE IN INCHES:_____
- WATER SERVICE FROM METER TO STRUCTURE IN INCHES:_____

STORM WATER POLLUTION CONTROL PERMIT FOR NEW COMMERCIAL AND RESIDENTIAL BUILDINGS AND ADDITIONS TO EXISTING BUILDINGS

Engineering Department 6800 Main Street
The Colony, Texas 75056

THIS FORM IS ONLY REQUIRED FOR PERMIT APPLICATIONS FOR NEW COMMERCIAL AND RESIDENTIAL BUILDINGS AND ADDITIONS TO EXISTING BUILDINGS.

Check the information included with this application:

- ☐ Copies of city approved Grading and/or Erosion Control Plans. An Erosion Control Plan is required for commercial, industrial, multifamily and/or residential subdivision construction. An Erosion Control Plan is not required for single lot, single-family residential construction unless it is part of a larger development. At a minimum, Erosion Control Plans and specs should illustrate and describe the BMPs to be used. For a single family lot, the grading plan should be taken from the approved civil engineering plans for the subdivision. If a grading plan was not approved for this lot with the subdivision plans, then one must be submitted and approved by the Engineering Department.

Grading and/or Erosion Control Plans shall be prepared by an engineer licensed to practice in Texas and shall meet the requirements specified in the Engineering Design Manual. Such plan(s) shall be an exact scaled engineering drawing with horizontal and vertical control with the following information:

- (a) Property boundaries with address and lot and block with subdivision name or tract with legal description;
 - (b) Easements and rights-of-way on and adjacent to the property with address and lot and block with subdivision name or tract with legal description;
 - (c) Adjacent street names;
 - (d) Existing and proposed contours at one-foot intervals;
 - (e) Existing structures and utilities located above and below the ground surface that are on and adjacent to the property;
 - (f) North arrow, scale, date, and date of topographic survey;
 - (g) Drainage flow arrows with existing and proposed drainage structures with complete details and specifications;
 - (h) Limits of FEMA and ultimate floodplains with elevations;
 - (i) Limits of soil disturbance;
 - (j) Erosion control measures to be used during construction and permanent measures for post construction; and
 - (k) Location map.
- ☐ TCEQ Construction Site Notice, SWPPP, Notice of Intent (NOI).
- ☐ Three copies of this permit and city approved construction plans (which shall be kept on the job site by the Contractor at all times with the issued permit).

This permit does not in any way authorize the construction of any paving, structures, storm drain system, utilities or fill to be placed in the floodplain. The exception is the construction of necessary temporary haul roads, construction entrances, and ditches for drainage on the site, rock berms, or other erosion control measures as specifically shown on the plans released for construction.

Any area in which there may be public right-of-way, fire lane or floodplain must be compacted, tested and inspected per city requirements or the fill must be removed and properly compacted, tested and inspected at no cost to the City. This permit does not relieve the permittee from obeying all local, state and federal laws.

PERIOD OF PERMIT: Grading plan approval shall be effective for 180 days. If after 180 days, construction has not commenced, the plans must be resubmitted for approval. Construction and grading must be completed within 12 months of commencing construction or an extension must be approved by the City to continue work.

IS THIS APPLICATION A REQUEST FOR PERMIT EXTENSION?

☐ YES

☐ NO

Signature (Must be signed by petitioner)

Date

Print Name

Approved

☐

Approved with Stipulations (attached)

☐

Denied

☐

Engineering Department

Date

Planning Department

Date



Certificate of Occupancy Instruction Sheet

6800 Main Street
The Colony, Texas 75056
Phone: 972-624-3100

Certificate of Occupancy Application

1. Check the box next to one of the reasons you are making application:
 - **New Business** if you are starting a new business or your business has changed location.
 - **New Business Owner** if the business name has not changed, but there is a new owner.
 - **Business Name Change** if the business name has changed.
 - **To Be Done at Building Final** for new construction only.
2. Business name must be the name of the business as it will be advertising and operating under (Joe's Parts, John's Coffee etc.).
3. Business owner is the individual or company operating the business (Joe's Parts, LLC; Okay Coffee, DBA John's Coffee; etc.).
4. Property owner information as recorded in Denton Central Appraisal District.
5. Type of Business (Restaurant, Bakery, Business Office, Retail Store, etc.).
6. Occupancy Classification is as shown in Chapter 3 of the currently adopted edition of the International Building Code.
7. Construction Type is as defined by Chapter 6 of the currently adopted edition of the International Building Code.
8. Remainder of the information as shown on the application.
9. Check yes or no if your business involves the storage, sale, or use of any hazardous or flammable products.

If the tenant space does not have active fuel gas utilities energized then a separate plumbing permit is required. The utility meters must be energized before an inspection is performed. Electric service releases may be requested through Building Inspections once the signature has been printed out and is on site.

Restaurants and assemblies must submit a copy of the floor plan / seating layout for occupancy calculation. These occupancy types must also obtain an Occupant Load sign from the Fire Marshal and have it posted conspicuously within 5' of the main doors. Structures with an all glass storefront may post it on the first solid wall within proximity of the main door.

Restaurants without any remodel work or changes to cooking equipment cannot move in any consumables without the express authorization of the Health Department. Restaurants that are adding or changing cooking equipment must submit plans and equipment details with application

Fees: Certificate of Occupancy application fee of \$75.00 is due at submission.

After the application has been reviewed and is approved, the applicant will be notified by email. The applicant is responsible for printing out the emailed forms or picking up the permit and signature card at the Building Inspections Department. The signature card is required to be onsite for all inspections. Your signature card will indicate which departments need to be contacted for inspections. Inspection request phone numbers are listed next to each department. **You are responsible for contacting and requesting all necessary inspections.** Building Inspections will be the last department you contact to schedule an inspection, this is done only after all other signatures have been acquired.

After Building Inspections completes its inspection and signs their approval, the Building Inspector will return to the office with the completed signature card, at which time, the final Certificate of Occupancy will be issued.

Sales Tax Certificate

A report to the State Comptroller of the sales taxes collected for is the responsibility of the permittee. You may obtain your sales tax permit on-line at www.window.state.tx.us or in person at 400 South Carroll, Suite 1000, Denton, Texas. Please direct all questions to the State Comptroller's Office at 1-800-252-5555.

Register a Business

You can register your business "DBA - Doing Business As" at the Denton County Courthouse, 1450 E McKinney. They can be reached at 940-349-2010.

INCOMPLETE APPLICATIONS WILL DELAY THE REVIEW AND INSPECTION PROCESS. IF YOU ARE UNSURE OR DO NOT HAVE ALL THE INFORMATION BEING REQUESTED, PLEASE TAKE THE APPLICATION WITH YOU AND RETURN IT AT A LATER TIME.



6800 Main Street, The Colony, TX 75056
Phone 972-624-3100

Certificate of Occupancy Application

Permit #: _____ Date: _____

Disk Provided: ☐ Yes ☐ No

**THIS APPLICATION IS TO ALLOW OCCUPANCY TO A SPECIFIED SPACE IN ORDER TO CONDUCT BUSINESS.
ANY ALTERATIONS WILL REQUIRE A SEPARATE PERMIT TO BE SUBMITTED IN CONJUNCTION WITH THIS APPLICATION.**
Incomplete application and/or submittal will delay the review process.

It is the permit holder's responsibility to obtain inspection results from the tag left on site with the signature card.

Tax ID# (Responsibility of the business owner.) Contact the State Comptroller's Office at <http://www.window.state.tx.us/> or toll-free 1-800-252-5555.

(\$75.00 FEE)

☐ New Business ☐ New Business Owner ☐ Business Name Change
☐ To be done at Building Final ☐ Temporary/Seasonal

Business Address: _____ Suite: _____ Business Phone: _____

Contact Number: _____ Email address: _____

Name of business as to appear on CO: _____

Type of business _____ Total Sq ft _____

Occupancy Classification _____ Construction Type _____ Dining Sq ft (if applicable) _____

Flood Zone _____ Zoning _____ # of Parking Spaces Provided _____

of stories _____ Avg. # of Employees _____

Business Owner Information:

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ E-mail _____

Property Owner Information:

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____

General Information:

Obtain Certificate of Occupancy by:

☐ Pick up ☐ Mail

If requesting to have mailed, please indicate the location to send to:

☐ Business Address ☐ Business Owner ☐ Property Owner

Will food/beverage be served?:

Yes ☐ No ☐

Fire Sprinkler?:

Yes ☐ No ☐

Alcohol Sales?:

Yes ☐ No ☐

Does your occupancy or business involve storage, sale, or use of the following:

Flammable or combustible liquids (10 gal. or more)	yes [] no []	High piled storage of combustible items	yes [] no []
Dust producing equipment or materials	yes [] no []	Compressed gases	yes [] no []
Explosives or ammunition	yes [] no []	Fireworks	yes [] no []
Magnesium	yes [] no []	Paint/flammable material	yes [] no []
Poisonous or hazardous chemicals or acids	yes [] no []	Liquid Petroleum gas	yes [] no []

Are the utilities on? _____ If "NO", a plumbing permit must be issued in order to energize the fuel gas system. An electrical service release may be scheduled through Building Inspections once the inspections signature card is on site. The utilities must be on before calling any other inspections.

I hereby certify that I have the authority to make the necessary application; that all information in this application is correct and all work will comply with the most recently adopted International Building Codes and all other applicable state and local laws, ordinances, and regulations.

Applicant Name (PRINT) _____ Position _____

Signature _____ Date _____